

## SUBMISSION REQUIREMENTS

Requirements (if applicable)

1. The actual award submission could potentially become a 3-page document (sample on pages 7-9). GCI State Award Application Cover Sheet must accompany each award entry and is not included in page count. **Documents may be created in any word processing program or presentation programs such as PowerPoint or Publisher, and must be saved as a PDF before emailing.**
2. Applications, except Flower Show Achievement Awards, will not be returned unless postage-paid addressed return envelope is included with publication awards.
3. **(NEW) ALL Applications, except Flower Show Achievement Awards (#1-8), Club Achievement (#62), Club Horticulture (#63), Yearbooks, and Publication awards (#81, #82, #83), MUST BE emailed as a PDF to [gci2020awards@gmail.com](mailto:gci2020awards@gmail.com) by the deadlines listed.**

**EACH AWARD APPLICATION MUST BE EMAILED SEPARATELY, PLEASE**

4. **For Yearbooks, Flower Show Achievement Awards, Club Achievement, Club Horticulture, and Publication Awards, mail the awards and/or forms to David Robson, GCI Awards Chair, 1515 W. Fayette Ave., Springfield, IL 62704-2306. DO NOT MAIL OTHER AWARDS.**
5. Forms are available on the GCI website, [gardenclubsofillinois.org](http://gardenclubsofillinois.org) or from state office.
6. The GCI Award Application form should not be used for Flower Show Achievement Awards, Club Achievement (#62) and Club Horticulture (#63).
7. Follow the format listed on pages 8-10 of this Guide.
8. Yearbooks: Please complete the necessary information using the GCI State Award Application Coversheet. Firmly clip form to the inside front cover of your yearbook. Send 1 yearbook entry to the GCI Awards Chairman, and 1 yearbook entry to your district director/district awards chairman.
9. Publications: Submit each entry in an envelope with both the GCI State Award Application form and GCI State Award Application Cover Sheet. **Submit one copy/set** of requirement publications. Submit entries to the GCI Awards chairman postmarked by award deadline.

## Membership Divisions

### Garden Membership by Size

State award applications will be judged according to club size, determined by number of members for whom NGC and state dues are paid, including Active, Associate, Inactive, Honorary, etc. (NEW)

- A. Small Club: 29 members and under
- B. Medium Club: 30 – 59 members
- C. Large Club: 60 – 99 members
- D. Ex-Large Club: 100+ members

NGC judges state garden clubs in accordance to size. Garden Clubs of Illinois, Inc. falls into “**Category iii - Large Club**” which is the 6000 members and over division.

### Helpful Hints in completing your award form:

**Presentation** – Neat, concise, includes all required information

**Achievement** – Scope of project, need and fulfillment; benefit; accomplishment; comprehensiveness of work; activities to attain goals; evaluation of goals reached; educational; prior planning; brief history if continuing project; **financial report with source of income including in-kind, expenses; other.**

**Participation** – Size of club; involvement of members including total **number of volunteer hours**, community, government agencies, professionals, youth, residents in facilities, other. *Number/percentage of club members involved is essential.* Be sure to include members in photo documentation.

**Record/Documentation** - Supporting data (as applicable), clear, well-labeled and neatly attached, before and after photographs, landscape plan, letters of appreciation, community awards, newspaper/magazine articles, radio or TV script, etc. Photocopies permitted.

## HOW DO YOU BEGIN?

Each club should have an Awards Chairman, someone who will study this Awards Guide and decide which awards fit into the club's program and projects. The Awards Chairman in turn, encourages club members and **specific chairmen** to cooperate in meeting the awards requirements.

Frequently, the clubs that win the most awards are clubs **in which one individual is responsible for award applications as a method of achieving recognition for club activities. This person may be the President, the Awards Chairman, or an assigned Project Chairman.**

Activate the club's awards program in the following ways:

1. Study the on-going and new activities of the club.
2. Consider which awards coincide with your club's programs.
3. **Plan ahead:** Begin immediately once a project is decided upon by collecting information and photos of: Goals of the project, budget, communication, publicity, photos, community and club members participating, etc. Collecting this info along the way makes it easier to submit the award. When your project is close to completing, review your data to see if it is in accordance with the specific award. Carefully study award requirements in this Award Guide. It is advised not to wait until the last minute.
4. Many GCI (state) winners are eligible to be sent on to NGC by the GCI Awards Chairman. The GCI Awards Chairman is the **ONLY** representative to send awards on to NGC. Consider the descriptions as found in *The National Gardener*, Sept/Oct., Fall issue or issues of subsequent odd number years, or the National Garden Club website (<http://www.gardenclub.org/Awards.aspx>) when compiling your 3-page GCI Award Application or Book of Evidence required in Flower Show Awards.
5. Carefully read *GardenGlories* taking note of state award additions and corrections. The State Award Guide is listed under forms on the GCI website of: **[gardenclubsofillinois.org](http://gardenclubsofillinois.org)**.
6. Updated information is often included in the state president's mailings, *GardenGlories*, and in the Members e-mail Bulletin. **Club presidents are also encouraged to alert their Award chairmen of any new information.**
7. **Please note the deadline dates!** Frequently, clubs fail to win an award because the deadline is missed and required materials are **not postmarked on the appropriate date.**

The state awards chairman is responsible for all State, Region and NGC awards. The

chairman's name and address appear in the Garden *Glories* board roster. Contact him/her directly whenever you need assistance pertaining to awards. He/she also supplies necessary application forms. All applications for awards go to him/her, with the exception of special awards that may be handled instead by special chairmen such as those for Publicity Press Books, VIP and some Annual Youth-Related awards. Club presidents will be duly informed.

## STATE AWARD RULES

1. The state award year is from January 1 through December 31. For awards which include activities continuing after the stated deadline, the application should include the schedule of activities for the complete year. **Awards requiring 3-page applications should also cover the complete year.**
2. Questions regarding any award should be directed to the state award chairman or special chairman identified for a specific award.
3. Follow the rules regarding Flower Show Book of Evidence (**if required**) as outlined on pages 13-14.
4. Only individuals, garden clubs, etc. that are members in good standing of The Garden Clubs of Illinois are eligible for awards.
5. Non-members are eligible for awards or certificates when specified as eligible for a particular award.
6. Affiliates with paid memberships are eligible for Special Achievement Awards as determined by the GCI board and state award chairman.
7. Eligible applicants (club, district, councils, and individuals) may apply for more than one award if all qualifications are met.
8. If a continuing project, **the Award Application** must be based on work accomplished during the current award year.
9. In the event a project may be eligible for several awards, **the GCI Award Application form and application** submitted to support the data for each award being applied for must focus on that particular award.
10. An individual, club, district, or council that wins a top award in any category may compete for the same award the following year, unless otherwise specified.
11. Youth Garden Clubs must be sponsored by an adult club to be eligible for awards.
12. GCI Award Application Coversheet must be included with each award

application. Information in the 3 Page Award Submission Format must be used; the form can be filled in or typed in the final PDF submission. The forms may be obtained from headquarters, the GCI website or the state awards chairman.

13. The state awards chairman has the Flower Show Evaluation Forms for flower show judges. Three separate signed evaluation forms are necessary and should be obtained **at least 60 days before the show. Contact the Awards Chairman in advance to determine who will serve as a member of the Evaluation judges. Completed Judges Evaluation forms are mailed by judges directly to the state awards chairman.** The chairman includes these forms in the Flower Show Book of Evidence.
14. The state awards chairman also has the forms for Award #10 (Educational Exhibit), #12 (Design/Table Design) and Award #13 (Staging). These forms are also available from the GCI website.